

INDIANA DEPARTMENT OF CORRECTION
STAFF DEVELOPMENT AND TRAINING

FOURTH QUARTER
ANNUAL TRAINING CALENDAR
APRIL 2007 – JUNE 2007



J. DAVID DONAHUE, COMMISSIONER

DANIEL RONAY, DIRECTOR

MESSAGE FROM DIRECTOR DANIEL G. RONAY



Fellow DOC Staff,

During the Statewide Trainers Conference in early March 2007 I truly realized what an honor it is to be the Director of Staff Development and Training. The women and men who comprise the Division are a professional and dedicated group of individuals who have joined together to create a strong Training team for the 7,000 plus staff we are charged with training, mentoring, and educating annually. My congratulations to all 2007 Award recipients and to all Statewide Trainers for what you do every day.

This quarter will realize continued certification trainings and an exciting test run of the Department's Computer Based Training initiative. During March and April several facilities will enjoy a test run of a CBT module. This test run is trial to ascertain systems readiness, equipment capability, and user abilities. Upon validation of the trial we will move Full Speed Ahead ensuring that all 14 initial modules are completed and ready for official launch for the upcoming Training Year commencing in July.

Certification courses offered this quarter are:

- Property Officer Certification
- ACA Accreditation Manager Certification
- Screening & Hearing Officer Certification
- Safety Hazard Manager Certification (TBA)
- Offender Legal Research Assistant Certification (Offenders Only)

Additionally, Organizational Cultural Competency will soon be completed at Indianapolis Juvenile and commence at the Correctional Industrial Facility and Branchville.

The Commissioner's Experienced and Emerging Leadership Program will meet for Session II on April 18-19 at McCormick's State Park.

Doctor Bill Elliott and Doctor Elton Amos continue providing splendid training on Managing the Mentally Ill, Suicide Prevention, and Sex Offender Management.

Of special note: The Department hosts "Addressing Sexual Violence in Indiana Corrections....Prevention/Detection/Treatment/Adjudication" on April 10th in the War Memorial in Downtown Indianapolis. PEN Products is currently making the lodging furniture for your accommodations at the Correctional Training Institute. It will be a full and vital quarter as we end this training year. CTI readies for ACA Accreditation in July.

Have a great spring and, as always, if you need my assistance, do not hesitate to email dgronay@doc.in.gov or call 317-232-1757.

Dan

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**STAFF DEVELOPMENT AND TRAINING
STAFF DIRECTORY
TELEPHONE NUMBER (765) 521-0230 Ext. #**

NAME	TITLE	TEL. EXT.	EMAIL ADDRESS
Batchfield, Vance	Housekeeping	# 5015	
Brown, Greg	Performance Management Specialist	# 5019	gbrown@doc.in.gov
Catron, Debbie	Administrative Assistant	# 5007	dcatron@doc.in.gov
Coy, Darren	Maintenance Foreman	# 5018	dcoy@doc.in.gov
Davis, Jerry	Housekeeping	# 5015	
Dickinson, Sharon	Program Secretary	# 5015	sdickinson@doc.in.gov
Fox, Darrell	East Regional Training Manager	# 5008	dfox@doc.in.gov
Harris, Jackie	Housekeeping	# 5015	
Keever, Susan	Housekeeping Working Team Leader	# 5015	
Lampa, Ed	Communications Specialist	# 5027	elampa@doc.in.gov
Law, Nicholas	Curriculum Specialist	# 5014	nlaw@doc.in.gov
Love, Arnold	Assistant Director of Operations	#5005	alove@doc.in.gov
McCorkle, Dee	Administrative Assistant	# 5006	dmccorkle@doc.in.gov
Morales, Misty	Program Director	317/232-3353	mmorales@doc.in.gov
Neal, Patty	Housekeeping	# 5015	
O'Keefe, Tamra	Correctional Trainer	# 5013	tokeefe@doc.in.gov
Pew, Kristi	Automation Trainer	# 5004	kpew@doc.in.gov
Pribble, Gary	Maintenance Foreman	# 5018	gpribble@doc.in.gov
Riley, Nancy	Assistant Director of Programs	# 5003	nriley@doc.in.gov
Ronay, Daniel	Director	317/232-1757	dgronay@doc.in.gov
Stunda, Chris	Curriculum Specialist	# 5017	cstunda@doc.in.gov
Talbott, Robert	Correctional Trainer	# 5012	rtalbott@doc.in.gov
Vought, David	Curricula Development Manager	# 5010	dvought@doc.in.gov

ADMINISTRATIVE FAX (765) 521-0595
CTI ACADEMY FAX (765) 529-6873



CORRECTIONAL FACILITIES ABBREVIATIONS

ADULT FACILITIES

Branchville CF	BTC
Chain O'Lakes CF	COL
Correctional Industrial Facility	CIC
Edinburgh CF	JCU
Henryville CF	HYC
Indiana State Prison	ISP
Indiana Women's Prison	IWP
Indianapolis Men's Community Re-entry Center	MCRC
Indianapolis Women's Community Re-entry Center	WCRC
Madison CF	MCU
Medaryville CF	MYC
Miami CF	MCF
New Castle CF	NCF
Pendleton CF	ISR
Plainfield CF	IYC
Plainfield Re-Entry Facility	PREF
Putnamville CF	ISF
Reception Diagnostic Center	RDC
Rockville CF	RTC
South Bend Work Release	SBW
Wabash Valley CF	WVC
Westville CF	WCC

JUVENILE FACILITIES

Camp Summit	SFJ
Indianapolis Juvenile CF	IJCF
Logansport Juvenile CF	LJF
Northeast Juvenile CF	NEJ
Pendleton Juvenile CF	PNJCF
South Bend Juvenile CF	SBJ

STATE HOLIDAYS:

2007

April 6, 2007

Good Friday

May 8, 2007

Primary Election Day

May 28, 2007

Memorial Day

PRESERVICE ACADEMIES ARE IN SESSION ON THE FOLLOWING HOLIDAY:

May 8, 2007

Primary Election Day-State Holiday

*Academy Training Day



Preservice Academy

April 2007 –
June 2007

Regional Academy
*3 Offerings

Weeks One, Two and Three are held at Correctional
Training Institute Regional Academy Sites:
CTI Miami, CTI New Castle, CTI Plainfield,
CTI Putnamville, and CTI Westville

Regional Academy: Contact CTI New Castle Darrell Fox 765/521-0230 Ext. 5008;
CTI Miami Sharon Deford 765/689-8920 Ext. 5513; CTI Plainfield Kathy Goen 317/839-
2513 Ext. 1927; CTI Putnamville Ken Kortum 765/653-8441 Ext. 340; CTI Westville Eric
Comeno 219/785-2511, Ext. 4140

		Week One COURSE 001620	Week Two COURSE 001621	Week Three COURSE 001622
	Session Numbers	Dates:		
2007	0048 0049 0050	April 9-13 May 7-11 June 4-8	April 16-20 May 14-18 June 11-15	April 23-27 May 21-25 June 18-22

Target Audience: All new staff that has daily or regular offender contact attend a Preservice Academy unless they have been separated from Department employment less than one (1) year and return to the same or similar classification, or have been on authorized medical disability leave.

Class Size: Designated per classroom space and resources

Location: CTI Regional Academy Sites

Time: 8:00 a.m. - 4:30 p.m.

Training Credit: 120 hours

Synopsis: The Correctional Preservice Academy consists of a three-week curriculum that is designed to assist employees in developing knowledge, building skills, and providing educational activities related to staff responsibilities in a correctional environment. Participants receive instruction on policies and procedures and a variety of correctional topics. Participants receive formal classroom instruction by a qualified presenter.

The Academy places emphasis on establishing and maintaining a secure and safe environment for staff, offenders, and visitors through professionalism, ethical conduct, teamwork, and the implementation of best-correctional practices.

Leadership Courses

9 Offerings

An asterisk indicates PeopleSoft course/session numbers were not available for the workshop at the time of printing of the Annual Training Calendar. A separate course announcement will be provided with course /session numbers.

COURSE 001779 Correctional Management Custody Supervisory Training			
Contact David Vought (765) 521-0230 Ext. 5010			
Session Numbers	Dates		Location
2007	0046	April 11-12	Indiana Women's Prison
	0065	April 11-12	Correctional Training Institute
	0024	April 26-27	Wabash Correctional Facility
	0047	May 2-3	Indiana Women's Prison
	0066	May 9-10	Correctional Training Institute
	0025	May 24-25	Putnamville Correctional Facility
	0067	June 6-7	Correctional Training Institute
	0026	June 14-15	Wabash Correctional Facility
	0048	June 20-21	Indiana Women's Prison
Target Audience: Sergeant, Lieutenants, Captains and Majors			
Class Size: Up to 24 participants			
Time: 7:30 a.m. - 3:30 p.m.			
Training Credit Hours: 13 hours			
Synopsis: This training will provide correctional managers from the ranks of sergeant, lieutenant, captain, and major an opportunity to learn and discuss the competencies of custody supervisory staff and apply these competencies to their major duties and tasks through practicum exercises.			

Trainer Development Programs 3 Offerings

COURSE 000480 Presentation Skills/The Basics Contact Darrell Fox (765) 521-0230 Ext. 5008			
Session Number	Date	Location	
2007	0441	June 27	Correctional Training Institute
Target Audience: Any staff member utilized as an adjunct trainer for any Preservice Academy Program. This one-day course is designed for trainers, collateral trainers, and any staff who are required to make presentations.			
Participant Numbers: Up to 12 participants per class			
Training Credit: 6 hours			
Time: 9:00 a.m. - 4:00 p.m.			
Synopsis: The program provides basic techniques and knowledge needed for giving effective presentations. Problem areas and solutions for those areas are covered. Program provides an opportunity to learn the necessary knowledge and skill techniques for effective presentations.			

COURSE 000958 IDOC New Correctional Training Officers Orientation (NTO) Contact David Vought (765) 521-0230 Ext. 5010			
Session Number	Date	Location	
2007	0015	April 19 & 20	Correctional Training Institute
Target Audience: All new Correctional Trainers are required to attend this class Within the first three months of selection/appointment			
Participant Numbers: Up to 12 Participants per class			
Training Credit: 15 Hours			
Time: 8:00a.m. - 4:30p.m			
Synopsis: Two-day course designed for all new Facility Correctional Training Officers within the first three months of selection/assignment. The program covers Indiana Department of Correction requirements per statute, code, policy and procedure including: Training Policy 01-05-101; Training Audit Program; Record Keeping; Facility Training Committee; Training Reports; Training Forms; IDOC Lesson Plan Development; Resource Materials; Orientation to the Correctional Training Institute; Field Trainer Orientation Overview; PeopleSoft Orientation; and Briefing on SD&T sponsored In-Service Training.			

COURSE 000596 Train the Trainer: Foundation Skills for Trainers Contact Chris Stunda (765) 521-0230 Ext. 5017		
Session Number	Date	Location
0137	May 21-25	Correctional Training Institute
Target Audience:	Correctional Trainers who need to complete a Basic T for T	
Participant Numbers:	24 Participants	
Training Credit:	32 Hours	
Time:	Mon. 11:30 a.m. - 4:30 p.m.; Tues.-Thurs. 8:00 a.m. - 4:30 p.m.; Fri. 8:00 a.m. - 12:30 p.m.	
Synopsis:	This 32-hour program will develop the preparation, presentation and platform delivery skills needed to conduct training using established curricula. Focus areas include the needs and characteristics of adult learners, learning styles, the role of the correctional trainer, managing a learner-centered training environment, asking and responding to questions, facilitating lesson plans, teaching to performance objectives, and basic instructing methods.	



Special Issue Workshops

17 Offerings

COURSE 001027 Mentoring Program Training		
Contact Darrell Fox (765) 521-0230, Ext. 5008 or Robert Talbott (765) 521-0230, Ext. 5013		
Session Numbers	Dates	Location
2007 0093	April 3	Plainfield Correctional Facility
0075	April 13	Indiana State Prison
0084	April 27	Indiana State Prison
0094	May 1	Plainfield Correctional Facility
0085	May 11	Indiana State Prison
0092	May 17	Miami Correctional Facility
0095	June 26	Plainfield Correctional Facility
Target Audience: Mentors selected by Facility Superintendents or designee		
Class Size: 30 Participants		
Time: IYC 8-3:30p.m.; ISP 7-3 p.m.; MCF 9-3 p.m.		
Training Credit Hours: 7.5 hours		
Synopsis: Provide knowledge, skills, and abilities needed to successfully participate in the Indiana Department of Correction formal Mentoring Program.		



COURSE	TBA	Property Officer Certification	
		Contact Tamra O'Keefe (765) 521-0230 ext. 5013/5001	
Session Number	Date	Location	
TBA	May 2 & 3	Westville Correctional Facility	
TBA	May 30 & 31	Correctional Training Institute	
Target Audience:		Property Officers & Assistant Property Officers	
Participant Numbers:		35 Participants	
Training Credit:		14 Hours	
Time:		Day 1, 9:00a.m.-4:30p.m. Day 2, 8:00a.m. - 4:30p.m.	
Synopsis:		This two day workshop is designed to teach Property Officers procedures to be followed to ensure that offender's property is cared for in a professional and legal manner.	

COURSE	Jail Safe		
	Contact	Chris Stunda	(765) 521-0230 ext. 5017
Session Numbers	Date	Location	
2007	April 4	Westville Correctional Facility	
	April 18	Correctional Training Institute	
	June 13	Correctional Training Institute	
	June 27	Westville Correctional Facility	
Target Audience:		Jail Employees	
Class Size:		75 Participants	
Time:		8:00a.m. - 4:30p.m.	
Training Credit Hours:		7.5 Hours	
Synopsis:		Refresher Jailer's Training at its best! These one day modules are presented to Statewide Jailers to refresh and enhance their professional skills. Offered every other month; Jail Safe's agenda will vary.	

COURSE <i>ACA Manager Certification</i> Contact Darrell Fox (765) 521-0230 ext. 5008			
Session Number	Date		Location
	May 17	Managers	Correctional Training Institute
	June 14	Support	Correctional Training Institute
Target Audience:	ACA Managers and Collateral Audit Support Staff (those staff who regularly assist/support the ACA Manager)		
Participant Numbers:	31		
Training Credit:	7.5		
Time:	8:00a.m. - 4:30p.m.		
Synopsis:	This training event will assist ACA Accreditation Managers and Collateral Audit Support Staff in the development and maintenance of ACA Folders. This will be accomplished through a better understanding of what the expectations are from ACA, Indiana Department of Correction, Program Review Division, and Facility Superintendents.		



COURSE Lady Justice: Offender Legal Research Assistant Training Contact Nick Law (317) 233-1014		
Session Number	Date	Location
	TBA	TBA
Target Audience: Offender Legal Research Assistant		
Participant Numbers: 40-50		
Training Credit: 30 Hours		
Time: Mon. 12:30 - 4:30p.m.; Tues. - Thurs. 8:00a.m. - 4:30p.m.; Fri. 8:00 - 11:30a.m.		
Synopsis: This training will provide a general overview of the legal system, the appellate process, legal research, legal writing, and constitutional law. Participants will earn certification. Offenders completing this training will be certified to assist other offenders with legal research.		

COURSE Order in the Court: Screening and Hearing Officer Certification Contact Nick Law (317) 233-1014		
Session Number	Date	Location
	TBA	TBA
Target Audience: All IDOC Screening Officers and Hearing Officers		
Participant Numbers: 50		
Training Credit: 30 Hours		
Time: 8:00a.m. - 4:30p.m.		
Synopsis: This training will provide training in administering the IDOC Offender Disciplinary Policy. Participants will obtain the skills necessary to screen and conduct hearings involving violations of the IDOC disciplinary policy and gain an understanding of the legal system and relevant constitutional law. Participants will earn certification to conduct disciplinary screenings and hearings.		

NIC Programs and Videoconferences

NATIONAL INSTITUTE OF CORRECTIONS VIDEOCONFERENCES:

Staff Development & Training Division will market all NIC Videoconferences to Indiana Department of Correction staff. The Staff Development & Training Division will host and coordinate designated sites for viewing and/or video taping the program for checkout viewing at a later time.

Listed below are current NIC Broadcasts. Any facilities that have the equipment and wish to receive this feed from CTI should contact David Vought as indicated.

For additional information on individual broadcasts, please refer to the NIC website at www.nicic.org.

OTHER TRAINING SUPPORT

The Division of Staff Development and Training may support training needs that fall outside of the areas covered in this Training Plan. Additional training support (program registrations) will be provided on a case-by-case basis to Departmental staff as determined by submission of "Training Funding Request" to the Division, obtain Training Request Form from your facility.

Facility Performance Reviews

Contact Nancy Riley (765) 521-0230 Ext. 5003

2007	April 2-5	Wabash Valley (Year 1 Review)
	April 23-25	Logansport Juvenile Correctional Facility (ACA Audit)
	April 30-May 2	Chain O'Lakes (ACA Audit)
	June 4-5	Correctional Training Institute (Mock Audit)
	June 11-13	Pen Products
	June 18-20	Edinburgh (Mock Audit)
	June 20-22	Parole Columbus #5
	June 25-27	Camp Summit (Year 1 Review)
	June 27-29	Parole Gary #6

Certifications/Recertifications

3 Offerings



EMERGENCY RESPONSE OPERATIONS Contact Arnold Love (765) 521-0230 ext. 5005		
2007 DATES	ACADEMY	LOCATION
April 2-4	Adult Personal Protection Re-Cert	CTI, New Castle
May 13-25	SERT Basic	CTI, New Castle
June 7	ERO Competition	Pendleton H.S.

Parole Services

3 Offerings

PAROLE PRESERVICE TRAINING		Basic Training For New Field Staff	
001784		Contact Amanda Hall (317) 484-1836, Ext. 263	
Dates: 2007		Location:	
0003	April 16-20	CTI New Castle	
Target Audience:		All new Field Staff	
Class Size:		Will vary with hiring process	
Time:		8:00 a.m. - 4:30 p.m.	
Training Credit:		37.5 hours	
Synopsis:		This program is designed to provide basic training specific to the job duties of the Field Staff Agent. New Field Staff Agents receive training in topics necessary to perform their duties as a Field Staff Agent. A new Field Staff Agent receives skill and knowledge based instruction through the Correctional Training Institute at New Castle or at a Regional Facility.	

PAROLE FIREARMS TRAINING		Parole Firearms Training for Parole Agents	
		Contact Amanda Hall (317) 484-1836, Ext. 263	
Dates: 2007		Location:	
000758	0496 May 1-3	CTI New Castle	
Target Audience:		Parole Agents	
Class Size:		Up to 45 Participants	
Time:		8:00 a.m. - 4:30 p.m.	
Training Credit			
Hours:		22.5 hours	
Synopsis:		This program is designed to provide firearms instruction to carry a side arm for all Parole Agents and Chemical Agent's Certification. This training will be at the Correctional Training Institute and Firing Range at New Castle.	

COURSE 001262 Parole Sex Offender Managing and Monitoring Training (SOMM) Contact Amanda Hall (317) 484-1836, Ext. 263		
Session Number	Date	Location
0109	April 12-13	Correctional Training Institute
Target Audience: All Parole staff who supervise sex offenders		
Participant Numbers: 5-15		
Training Credit: 15 Hours		
Time: 8:00a.m. - 4:30p.m.		
Synopsis: This training will provide training in administering the IDOC Offender Disciplinary Policy. Participants will obtain the skills necessary to screen and conduct hearings involving violations of the IDOC disciplinary policy and gain an understanding of the legal system and relevant constitutional law. Participants will earn certification to conduct disciplinary screenings and hearings.		



Community Corrections

10 Offerings

Community Corrections Training		Contact Bernie Iszler (317) 232-5974	
Courses	Date	Time	Location
ECMS <i>Class Closed</i>	April 9-13, 2007	(8:30 am to 4:30 am on Monday, 8:00 am to 4:30 pm for the rest of the week)	Marion County Marion Superior Court Probation South Office 3920 S. Madison Av., Indianapolis (at the corner of Madison & Hanna Aves.).
Community Supervision Basic Training (Parole & CC)	April 16-20, 2007		Correctional Training Institute New Castle, IN
Level of Service Inventory Revised (LSI-R) <i>Class Closed</i>	April 23-24, 2007	8:00 am to 4:30 pm	Elkhart CCC
Level of Service Inventory Revised (LSI-R)	April 30, May 1, 2007 (tentative upon approval)	8:00 am to 4:30 pm	Tippecanoe CC 2800 N. 9 th Street Rd. Lafayette, IN
Level of Service Inventory Revised (LSI-R)	TBA	8:00 am to 4:30 pm	Northern Indiana TBA
Level of Service Inventory Revised (LSI-R)	TBA	8:00 am to 4:30 pm	Southern Indiana TBA
Youth Level of Service (YLS-CMI)	TBA	TBA in 2007	TBA
ECMS <i>Class Closed</i>	May 14-18, 2007		Whitley County Govt Center 220 West Van Buren Street, Columbia City, IN
ECMS	June 11-15, 2007		Whitley County Gov't. Center 220 West Van Buren St. Columbia City, IN
ECMS <i>Class Closed</i>	June 25-29, 2007		Elkhart County

Systems & Technology Staff Training

All Systems & Technology Staff Training as listed below is coordinated through Jonnie Zasada, Staff Development & Training. Please call her at (317) 232-6928 for dates, times, and locations.

FOR ALL SYSTEMS & TECHNOLOGY STAFF TRAINING **Contact Jonnie Zasada (317) 232-6928**

OIS (General Inquiry)
JDS (General Inquiry)
OGRE (Offender Grievance Review and Evaluation)
CCMS (Comprehensive Case Management System) for juveniles
OCMS (Offender Case Management System)
APM (Adult Program Management) part of OIS
OIS (Property Inventory Management)
PCM (Parole Caseload Management)
ASIS (Adult Student Information System)
SAMS (Substance Abuse Management System)
SOMM (Sex Offender Management System)
IA (Internal Affairs)
OTS (Offender Trust Fund System)



State Personnel Training



HR TRAINING CALENDAR

*Training Programs for Human Resource
Professionals*

April - June 2007

The State Personnel Department offers HR training programs to assist human resource professionals with their personnel functions. Below you will find a description of a class specifically designed for human resource professionals that is being offered during the April - June 2007 calendar. The class will be held in the State Conference Center, Indiana Government Center-South.

Programs Designed for Human Resource Professionals

State Compliance Conference (*fee TBA*)
June 7, 2007
8:30 a.m. – 4:30p.m.



This conference will provide the latest insights on EEO compliance provided by national, regional and local officials. Human Resource professionals will share experiences in implementing their programs. Workshops will be offered to provide technical assistance on specific EEO issues.



Human Resource Certification Institute (HRCI) Recertification Credits for PHR/SHPR/GPHR assigned to qualifying courses, programs, and special events. For more information you may access to following website:
<http://www.hrci.org/>



TRAINING PROGRAMS

April 2007



Date	Time	Class	Cost
3	9:00 - 3:00	CERT: Managing People** 	*See fee below
4	9:00 - 3:00	CERT: Selection & Interviewing** 	*See fee below
10	9:00 - 1:00	CERT: Personnel Rules** 	*See fee below
11	9:00 - 12:00	CERT: Progressive Discipline** 	*See fee below
11	1:00 - 3:00	CERT: Family Medical Leave** 	*See fee below
17	9:00 - 3:30	CERT: Performance Management** 	*See fee below
19	1:00 - 3:30	Hoosier START 1:00 - 2:00 Members presentation 2:30 - 3:30 Enrollment Session	Free
24	9:00 - 4:00	CERT: Workplace Harassment Prevention** 	*See fee below
25	9:00 - 2:00	CERT: Administrative Investigations** 	*See fee below
25	10:00 - 11:00	Ethics	Free
26	9:00 - 3:30	Performance Management** (not part of CERT program) 	Free
27	9:00 - 12:00	Record Keeping Guidelines for Occupational Illnesses & Injuries (OSHA) 	Free

NOTES: All classes will be held in the State Conference Center except where noted.



TRAINING PROGRAMS

MAY 2007




Date	Time	Class	Cost
1	9:00 – 3:30	Situational Leadership**	\$50
2	9:00 – 1:00	Information and Records Management	Free
9	9:00 – 1:00	Personnel Rules	Free
10	9:00 – 12:00	Workplace Harassment Prevention 	Free
16	9:00 – 3:30	Performance Management** 	Free
17	9:00 – 3:00	Selection & Interviewing	Free
22	10:00 – 11:00	Ethics	Free
23	9:00 – 3:00	Customer Service	Free
24	8:30 - 4:30	Pre-Retirement Planning Seminar	Free
30	9:00 – 12:00	Progressive Discipline**	Free

NOTE: All classes will be held in the State Conference Center except where noted.



TRAINING PROGRAMS

June 2007

Date	Time	Class	Cost
12	9:00 – 3:00	CERT Review Session** (restricted enrollment) 	Free
13	10:00 – 11:00	Ethics	Free
13	1:00 – 3:30	Hoosier START 1:00 – 2:00 Members presentation 2:30 – 3:30 Enrollment Session	Free
14	9:00 – 3:30	Performance Management** 	Free
19	9:00 – 2:00	Administrative Investigations** 	Free
20	9:00 – 12:00	Short & Long Term Disability/ Workers' Compensation	Free
21	9:00 – 3:00	Conflict Resolution	Free

NOTE: All classes will be held in the State Conference Center except where noted.



Human Resource Certification Institute (HRCI) Recertification Credits for PHR/SHPR/GPHR assigned to qualifying courses, programs, and special events. For more information you may access to following website: <http://www.hrci.org/>

***The Comprehensive Employee Relations Training (CERT) program has a fee of \$25.00 for each participant. The fee covers the 8 training sessions inclusive in the CERT program. CERT participants must commit to attend all 8 training sessions.**



****These classes are only offered to SUPERVISORS/MANAGERS AND/OR HUMAN RESOURCES PERSONNEL. Classes that require a fee are noted. Obtain your supervisor's approval to attend. For more information or to register you will need to contact your agency training contact person (ATCP).**

HOW TO REGISTER FOR STATE PERSONNEL TRAININGS:

- Register through your [Agency Training Contact Person \(ATCP\)](#). ONLY EXCEPTION: If your agency does not have an ATCP, registrations may be sent directly to the Training Division of the State Personnel Department.
- The State Training Registration Form must be completed in order to register for all classes.
- After authorization by your supervisor or the appointing authority, forward your registration form(s) to your ATCP.
- Information must be complete.
- The registration form should include only one person registering for one program.
- Employees should receive confirmation from the State Personnel Department that they are registered for a class. Should the timeframe of registration not allow for a written confirmation from State Personnel, the agency should confirm the registration and location (obtained from State Personnel) to the employee.



TRAINING AVAILABLE UPON REQUEST FROM STAFF DEVELOPMENT AND TRAINING

Access Basic Computer Training

This is a three-day program. Participants must complete all three days to receive training credit. Upon completion, participants will be able to utilize the Wizard to create tables, forms, and reports. They will create and modify tables and forms using Design View; find and edit reports; filter and sort records; create a Select Query to view specific fields; and use forms to locate and organize information.

Advanced Verbal De-escalation

Advanced Verbal De-Escalation is a training course that focuses on preventing physical force in juvenile correctional settings through use of effective verbal communication skills. Emphasis is placed on the techniques and underlying principles of using verbal de-escalation to address conflict situations involving juvenile offenders. The course examines the nature of conflict; the different ways that individuals react to conflict; the stages of conflict encountered with juveniles; and the appropriate intervention of staff at each stage. Through role playing, discussion, activities, and simulations, participants learn and apply verbal de-escalation techniques to a range of conflict situations involving juvenile offenders. Appropriate staff intervention is taught for each stage in a conflict situation involving a juvenile offender, with particular focus given to crisis situations involving out-of-control juvenile offenders. Through class discussion and debriefing after each role play, simulation, or activity, the effectiveness of various de-escalation techniques are examined with the facilitator highlighting those techniques that are most appropriate and effective.

Baby Boomers vs. Generation X Workshop

“Generation X” and “Baby Boomer” employees approach work related issues with different styles and attitudes. This training is designed to make staff aware of the differences in order to bridge the generation gap and promote teamwork.

Back to the Basics

Juvenile Security Training program designed to train Juvenile Supervisors, Sergeants and up, including Superintendents and Assistant Superintendents in identifying the five levels of emergency, proper notification and documentation procedures, and activating a command center. Other topics include Juvenile Use of Force, Management for Leaders, Back to the Basic Security, and table topic scenarios dealing with recent scenarios that have take place in Juvenile facilities.

Basic CPR/First Aid/AED Instructor

This course is designed to train staff as Basic CPR/First Aid Instructors in the proper procedures and up to date techniques for Adult Basic CPR, First Aid and AED at their respective facilities. If required, they will be able to co-instruct at other facilities as needed. **Prerequisite:** Must be currently certified in CPR and First Aid.

Chaplain and Community Involvement Training

This workshop will teach Chaplain and Community Involvement staff at CTI New Castle. This training will involve some evening training.

Coaching I Workshop

This workshop defines and emphasizes a Correctional Supervisor's role as a coach. The training focuses on communication, commitment, and how to motivate employees. This is a hands on, interactive workshop with video scenarios to illustrate the topics.

Coaching II Workshop

Coaching II will build on the fundamental motivational techniques presented in Coaching I. Coaching II will emphasize supervisory skills including: assessing volatile situations; advanced verbal de-escalation techniques; how to conduct an effective Use of Physical Force Debriefing; and, "professionalism" that promotes positive attitudes from staff.

CPR/First Aid/AED Instructor Trainer/Trainer (ITT)

This is a two-day course to train and certify Basic level CPR/First Aid Instructors as Instructor Trainers. As an Instructor Trainer they will be able to instruct, train, and certify other staff as Basic CPR/First Aid/AED instructors.

Customer Service and Telephone Etiquette:

This workshop is intended specifically for IDOC Clerical/Administration Support staff and will focus on techniques for dealing interpersonally with staff and the public (the "customer"). This workshop will also cover guidelines for proper telephone usage and the handling of various types of telephone calls.

Custody Supervisors Training

This training will provide custody supervisors information on emergency response operations, preparing master rosters, Re-entry overview, human resource issues, security issues, post order, and investigations.

Excel 2003 Basic Computer Training

At the end of this class, participants will be able to create worksheets by entering text, values, and formulas. They will be able to change Excel's appearance through cell formatting, and prepare a document for printing.

Excel 2003 Intermediate Computer Training

Upon completion, participants will be able to sort and filter data, create and modify pivot tables, as well as create, modify, and format charts. They will also learn to add, format, and use graphics to enhance worksheets and charts.

Excel 2003 Advanced Computer Training

Upon completion, participants will be able to utilize advanced features of Microsoft Excel, including working with multiple worksheets, consolidating and analyzing data, advanced formula construction, and an introduction to Macros. **Prerequisite:** In order to attend Excel 2003 Advanced, participants must complete the Excel 2003 Basic and Excel 2003 Intermediate computer-training courses.

Field Training Officer/On Job Training (FTO/OJT) Training for Trainers

One-day course designed to train Field Training Instructors to train Field Training Officers in effective trainer techniques for On-the-Job training. The entire process of teaching a new employee a skill is explored; how a performance checklist is developed and used for on-the-job training; identification of the nine critical components of a performance checklist; and, the six (6) steps involved in the Field Training Officer process.

Hepatitis C Workshop

This one-day workshop will be instructed by either Roche Pharmaceuticals or MATEC. Issues surrounding Hepatitis C will be presented to healthcare staff during the workshop.

House Bill 1437

Indiana Code 11-8-2-8 states that the Department shall provide training (a minimum of six hours) to employees who interact with persons with mental illness, addictive disorders, mental retardation, and developmental disabilities concerning the interaction, to be taught by persons approved by the secretary of family and social services, using teaching methods approved by the secretary of family and social services and the commissioner. Based on statutory obligations, the Division of Staff Development and Training is offering this program to assist facilities in meeting the mandatory training requirements established under Indiana Code 11-8-2-8. The instructors, materials, and teaching methods have been approved through all necessary channels.

Intermediate Supervisory Leadership Course (ISLC)

This three day training course is part of the continuum of training for Correctional Supervisors. ISLC provides additional skills and supplements to the BSLC training that is a prerequisite to the ISLC. Topic Covered: Time Management, Planning and Organization, Goal Setting, Delegation, Staff Motivation, Career Development, Managing Difficult Co-Workers, Conflict Management, Coaching, Traits to Become an Effective Leader.

Internal Affairs

An entry level program targeting Correctional Staff interested in the Investigative field. This program will provide instruction regarding Basic Correctional Investigative Techniques and expand opportunities for correctional staff to obtain certification and qualify for investigator positions.

Leadership Development Competencies

Leadership Development Competencies is designed to provide supervisors and managers with competencies needed to be effective leaders throughout their career with the Department of Correction. Topics include: Ethics and Values, Team Building, Collaboration, Problem Solving and Decision Making, Managing Change, and Strategic Thinking. This program utilizes information from the Correctional Leadership Competencies for the 21st Century project released by the National Institute of Corrections in October 2004.

Managing Multiple Projects

This workshop is intended for IDOC Clerical/Administrative Support staff and will cover techniques for managing multiple projects. Topics covered include establishing priorities, meeting deadlines, planning and organizing, and time management.

MATEC HIV Workshop

MATEC instructors will present this two-day workshop. The workshop will cover HIV basics, counseling, treatment and support, and discharge planning.

MATEC Juvenile HIV/STD Workshop

This workshop will be presented by the Midwest Aids Training and Education Center (MATEC). The focus will be on HIV, STDs, and youth HIV and substance abuse.

Media Madness

A mandatory interactive workshop for all Facility Public Information Officers/Assistant Public Information Officers. Assistant Superintendents may attend at their discretion. Participants will gain additional knowledge in Press Releases, Meeting with The Media, Media Interviewing, and Dissemination of Information to All Facility Staff.

Mentoring Program Training

The Mentoring Program is designed to promote professional growth, inspire personal motivation and enhance effectiveness of all new employees in the Department of Correction. The Mentor can offer seasoned experience in the form of training and socializing the new employee to the work place. Training for mentors will include how to motivate others to do their best by providing mentees with general advice, guidance, encouragement, and honest feedback.

Mid-Management Leadership Course (MMLC)

This three day training course is the third in the leadership continuum. This course helps experienced managers to continue to develop skills learned in the ISLC and the BSLC. It also familiarizes managers with presentation skills and how to format decisions briefings. Topics Covered: Concepts of Leadership and Teams in Corrections, Role of Innovation, Becoming an Agent for Change, Team Development and Problem Solving, Problem Solving Skills, Formatting a Decision Briefing, Career Development, Presentational Skills and Corrections, General Causes of Resistance to Change, and Eight Guidelines for Managing Change.

Midwest Aids Training and Education Center (MATEC/HIV)

This is a two-day comprehensive seminar and clinic-based educational program taught by physicians and other health care professionals with clinical HIV expertise. The agenda is as follows: 1. HIV the Basics; 2. HIV Presentation Counseling; 3. HIV Treatment and Support; and 4. Discharge Planning.

Moving on Up!

Making the change from peer to supervisor is never easy. New managers may find themselves struggling to find a balance between old coworker relationships with their new management responsibilities. This training program is designed to help participants make a successful transition from “coworker” to “manager” through the presentation of four proven strategies that will facilitate a new supervisor’s changing workplace relationships.

Organizational Development Competencies

Organizational Development Competencies is designed to provide supervisors and managers with competencies needed to be effective leaders throughout their career with the Department of Correction. Topics include: Ethics, Vision and Mission, Self Awareness, Managing the External Environment, Power and Influence, Strategic Planning and Performance Management. This program utilizes information from the Correctional Leadership Competencies for the 21st Century project released by the National Institute of Corrections in October 2004.

Personal Accountability in a Professional Environment

The ability for staff to accept responsibility is important to both their personal and professional success, and the success of the Department. This workshop will teach staff how to develop a “can do” attitude to build their confidence, accountability, and competency. Staff growth ultimately leads to organizational growth.

PLUS Unit Training

This course is mandatory training for all staff assigned to work on a PLUS unit. Course will consist of a presentation about the history of the program, purpose, goals, curriculum overview, eligibility criteria, and evaluation criteria. There will be breakout sessions for chaplains, counselors, casework managers and correctional officers. Following the training at CTI there will be a tour of the PLUS unit at CIF.

Power Point Basic

Upon completion, participants will be able to open a presentation, create Title and Bullet slides, modify slide text, select and utilize templates, and work with Drawing Tools. They will also learn to use and insert tables, ClipArt and WordArt while exploring Slide Show options such as transitions, animation, presentation and printing.

Power Point Level II

Upon completion, participants will be able to utilize many advanced features of PowerPoint, including creating templates, working with multimedia, and various additional PowerPoint features. **Prerequisite:** In order to attend PowerPoint Level II, participants must complete the PowerPoint Basic computer-training course.

Professional Development Competencies

Professional Development Competencies is designed to provide supervisors and managers with the competencies needed to be effective leaders throughout their career with the Department of Correction. Topics include: Ethics and Values, Interpersonal Relationships, Oral and Written Communication, Motivating Others, Developing Direct Reports, and Managing Conflict. This program utilizes information from the Correctional Leadership Competencies for the 21st Century project released by the National Institute of Corrections in October 2004.

Re-Entry Training

This training is intended to provide unit team staff with a detailed overview of the Indiana Department of Correction Re-Entry Process. Topics included in the training are: Overview of the “Transition from Prison to Community” model developed by the National Institute of Corrections, overview of re-entry policy and procedure, development of re-entry accountability plans (RAP), and conducting RAP reviews.

Sexual Harassment Prevention

This workshop is intended for DOC Supervisors and will cover the enforcement of sexual harassment policies and laws in the workplace. This workshop will include scenarios to help supervisors prevent, identify and effectively deal with sexual harassment.

Sexual Misconduct and Other Unethical Behavior Workshop

The workshops will combine portions of last year's "Sexual Misconduct" and "Ethical Dilemmas" workshops. Topics covered include red flags and warning signs, ways staff get involved in unethical behavior, and prevention strategies.

Strategic Shooting with a Camera

This workshop will cover proper video and still camera usage to ensure situations, events and evidence are properly photographed/recorded. Recording of crime scenes, use of physical force, use of restraint chairs, and cell extraction recording will also be covered during the workshop.

Supervising High Risk Juvenile Offenders

This workshop is designed to give participants an overview of how to work safely and effectively with violent/hostile juvenile offenders.

T for T for Correctional Management – Custody Supervisory Training

This training is designed to teach trainers how to instruct the "Correctional Management – Custody Supervisory Training" program. Upon completion, trainers will be able to instruct the 2-day program at their facility.

Thinking For A Change (TFAC)

This workshop will teach staff how to become facilitators of the TFAC program. Upon completion, staff will be able to instruct the 22 lessons of TFAC to the offender population.

Understanding and Managing Adolescent Behavior

This workshop provides participants with the knowledge and skill to understand what can be expected of adolescent behavior. This training will show how to appropriately relate to that behavior in their role as a professional correctional employee from a therapeutic perspective and as an adult role model.

Unit Team Phase III "Team Me"

This facilitation is an interactive discussion of the Unit Team's mission in teaming offenders and what each Unit Team Member brings to the team. Hands on exercises include "Team Me" with virtual teaming and "RAP"ing. Each facility would participate by submitting at least one Team of six staff members to the training; facilities may send two teams of six. This phase will additionally emphasize the role Parole plays in the UTM process.

Verbal Judo

This workshop is designed around the "Verbal Judo" techniques of George J. Thompson. This workshop will cover ways to use words instead of actions to achieve goals, ways to maintain professionalism in conflict situations, and ways to speak to others without causing or escalating conflict.

Video Production Workshop: Planning a Video

This workshop will focus on video pre-production. Elements will include developing video concept, planning, scripting, and storyboarding.

Video Production Workshop: Producing a Video

This workshop will focus on video production. Elements will include camera, lighting, sound, location, and acting techniques.

Video Production Workshop: Editing a Video

This workshop will focus on video post production. Elements will include recording narration, selecting background music, sound mixing, and editing. Using the above techniques, participants will help produce a take home training video.

Workplace Violence

Workplace violence (non-offender related) can occur at anytime and can have serious consequences. This workshop is designed to cover issues around workplace violence including warning signs, domestic violence and stalking, and ways to safeguard your work area.

